

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120011-2

No. 5 STAT

1. TITLE OF REPORT (If a fill-in report include Form No.)

Weekly Report

2. TYPE OF REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-MADE LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Weekly

6. DISTRIBUTION (No. of components not number of copies)

C/MFB

7. FORMAT (memorandum, form, computer print-out, etc)

Memo.

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

STAT

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
L-9	4.39		10 min.		.731		52		38.012
L-10	4.62		15 min.		1.155		52		60.060
GS-9	5.54		5 min.		.462		52		24.024
GS-5	3.46		5 min.		.281		52		14.612
GS-11	6.87		5 min.		.573		52		29.796
									35 hr

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

166.504

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Utilized by supervisors and management to determine work load and assists in better utilization of personnel.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS
☐ CHANGE
☐ DISCONTINUE
☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING REPORT

Clerk-Typist

18. EXTENSION

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